



## ***REFERENCE GUIDE***

### **PT-7**

Revised: March 1, 1995 by the Pay Team and the Benefits & Entitlements Team

For More Information Call: 703-696-6301 or DSN 226-6301

### **Impact of Change of Work Schedule of a Permanent Full-Time Employee to an Intermittent Schedule**

This paper is prepared under the assumption that the employee is not serving on a time limited appointment and that the change in work schedule takes effect without a break in service.

Intermittent employees, unlike full-time and part-time employees, do not have a “regularly scheduled tour of duty.” “Regularly scheduled work” means “work that is scheduled in advance of an administrative workweek under an agency’s procedures for establishing workweeks.” The lack of regularly scheduled work impacts the benefits and entitlements afforded to intermittent employees. The significant personnel actions affected by an intermittent tour of duty are listed below.

<b>Pay</b>
------------

Intermittent employees are paid only for those hours that they are in a duty status performing work.

**Within-Grade Increases (WGI)** -- An employee without a scheduled tour of duty earns credit toward the next higher WGI on the basis of each day of credible service worked. Creditable service earned while a full-time or part-time employee is counted toward the waiting period for the next WGI (See 5 CFR 531.405(2) and 5 CFR 532.417(c)).

**Reduction-In-Retired Pay Under Dual Pay Statute** -- Retired officers of a regular component of a uniform service will have their retired or retainer pay reduced during the period he or she receives any pay from a civilian position whether it is a full-time, part-time or intermittent position (See 5 U.S.C. 5531).

### **Premium Pay**

**Night Shift Differential** -- Night Shift Differential would not be payable to an intermittent employee since the employee does not have a regularly schedule workweek that encompasses work between 3 p.m. and 8 a.m. for a Federal Wage System employee and 6 p.m. to 6 a.m. for General Schedule (GS) employees (See 5 CFR 532.501 and 5 CFR 550.121).

**Sunday Premium Pay** -- Intermittent employees are not entitled to Sunday premium pay since the employee would not be regularly scheduled to work Sundays (See 5 CFR 532.509 and 5 CFR 550.171).

**Holiday Pay** -- Intermittent employees are not eligible for holiday premium pay. Employee would receive his or her normal salary for working on a holiday.

**PT-7, Impact of Change of Work Schedule of a Permanent Full-Time Employee to an Intermittent Schedule**

**Other Pay:**

**Severance Pay** -- Intermittent employees do not receive severance pay (See 5 CFR 550.703).

**Highest Previous Rate** -- The use of the highest previous rate rule is based on a regular tour of duty. Intermittent's do not have regular tour of duty so they would forfeit this pay setting benefit (See 5 CFR 531.203(d)).

<b>Annual and Sick Leave</b>
------------------------------

Intermittent employees do not accrue annual or sick leave. When a full or part-time employee is changed to intermittent, unused sick leave is held in abeyance until the employee returns to a scheduled tour. Any unused annual leave is paid as a lump sum.

<b>Health and Life Insurance</b>
----------------------------------

**Federal Employee's Group Life Insurance (FEGLI)** -- Intermittent employees are excluded from FEGLI coverage. **Exception:** When an intermittent employment follows service in a position without a break in service or after a separation of three calendar days or less, in which the employee was insured and to which he or she is expected to return (continuity of service rule) (See 5 CFR 870.202(a)(3)).

Basic and additional optional FEGLI is based on the employee's annual basic rate of pay. Annual pay for an intermittent is the annual rate he or she was receiving at the end of the pay period, or in the event of death or dismemberment, the annual rate he or she was receiving at the time of death or accident. **(NOTE:** To arrive at the annual salary divide the annual salary as fixed by law by the percentage of hours worked.) Every insured employee whose pay is \$ 8,000 or less is covered for the minimum of \$ 10,000 for basic insurance. Withholdings are determined at the end of each pay period, based on the hours worked. (See FEGLI Handbook, S3-8g)

**Federal Employee's Health Benefits (FEHB)** -- Intermittent employees are excluded from FEHB coverage. **Exception:** Under the continuity of service rule, intermittent employees if enrolled in a plan at the time the change of work schedule occurred would be covered. Intermittent employee contribution is the same as that of a full-time employee. The employee must make payment when no work is performed during the pay period or when contribution exceeds pay received.

<b>Retirement</b>
-------------------

Credit for retirement eligibility and annuity computation is based on actual days in a pay status (See CSRS and FERS Handbook, Chapters 20 and 50).

## **PT-7, Impact of Change of Work Schedule of a Permanent Full-Time Employee to an Intermittent Schedule**

**Civil Service Retirement System (CSRS)** -- Intermittent employees are excluded from coverage under CSRS. **Exception:** When an intermittent employment follows employment subject to CSRS without a break in service or separation for 3 days or less, the employee retains coverage under the “continuity of service” rule (See 5 CFR 831.201).

**Federal Employee Retirement System (FERS)** -- Intermittent employees are excluded from coverage under FERS if the appointment type is other than career or career-conditional. **Exception:** An exception for coverage is contained under the “continuity of service” rule (See 5 CFR 842.105).

**Thrift Savings Plan (TSP)** -- Intermittent employees are eligible if covered under CSRS or FERS. TSP contributions are computed based on the basic pay for the pay period. It is recommended that all eligible intermittent employees be encouraged to elect a percentage of deduction rather than a specific dollar amount. These employees have no prearranged work schedule and the maximum allowable amount to be contributed would have to be recomputed every pay period (See TSP Bulletins 87-21, 89-2).

<b>Reduction-In-Force (RIF)</b>
---------------------------------

Under RIF, the competitive level is determined by the employee’s work schedule. A separate competitive level is established for intermittent employees. (See 5 CFR 351.403(b))

<b>Compensation for Work Injuries</b>
---------------------------------------

Compensation for work related injury for intermittent employees is paid on the average of the days they would have worked had they not been injured (See 5 U.S.C. 8114).

<b>Payments During Evacuation</b>
-----------------------------------

Intermittent employees are eligible for evacuation and their pay during the evacuation will be set by approximating the number of days per week the employee normally would have worked during an average six week period (See DSSR paragraph 622).